

# **PI-1202 FALL STAFF REPORT**

---

**Data Definitions and Instructions**

**2010-2011**

**School Year**



## Table of Contents

2010-2011 PI-1202 Fall Staff Report .....	3
Data Collection Changes and Reminders .....	3
Internet Application .....	4
Browser Versions .....	4
1202 Staff Listserve .....	4
For Assistance .....	4
Technical Guide .....	5
Overview.....	5
Steps to complete the PI-1202 .....	5
Getting Started .....	6
General Instructions.....	8
Main Menu .....	8
District Contact Information .....	10
Entering Staff Data .....	11
All Staff & Assignment List .....	16
Employment Information .....	20
Assignment Information.....	21
Get Staff File Numbers.....	24
Validate Data .....	25
Report Menu .....	26
Locking and Submitting the Fall Staff Report.....	35
Data Definitions.....	36
Common Reporting Errors .....	41
Upload File Structures .....	42
Staff File Structure .....	42
Assignment File Structure .....	43
Validation Criteria for the Staff & Assignment Files .....	45



# 2010-2011 PI-1202 Fall Staff Report

## Data Collection Changes and Reminders

Modification to the Fall Staff Report and some very specific reminders are listed below. Carefully read the questions and descriptions when creating or modifying staff and assignment data. Refer to the "Data Definitions" or "Validation Criteria" for further clarification of data elements/ specific questions.

### Changes for the 2010-2011 School Year:

The most significant change for the 2010-2011 school year is the implementation of new federal guidelines regarding the collection of race and ethnicity data. Race and Ethnicity information is collected in a two part question format on the screens. The single-character race codes from prior collections will no longer be accepted via file upload. Race/Ethnicity data will now be collected using a four-digit race key corresponding to the answers to the two-part question. The following link contains information on the new Race/Ethnicity guidelines, including a listing of the new race\_key codes (crosswalk) <http://dpi.wi.gov/lbstat/datarac.html>.

See the 2010-2011 position/assignment table posted on the website <http://www.dpi.wi.gov/lbstat/fallsf11.html> for new, revised, and deleted code combinations. Three new position/assignment code combinations have been added in 2011.

*The number of classes taught per NCLB core subject (NCLB English, NCLB Math, NCLB Science, NCLB Social Studies, NCLB World Language, and NCLB Arts) is now required for middle, junior high and high school teaching assignments (grades 7-12) for special education teachers (position 53 and assignments between 0800 and 0862 with the exception of 0808, 0826, 0841, and 0860). See more details in the section for data definition of the fields and file layout. These data elements will be accepted via file upload for other assignments but are not required.*

### Reminders:

When reporting staff data, use the name from the individual's Social Security card. This will minimize discrepancies between districts when data is being reported for one individual by multiple districts.

Do not create artificial Social Security Numbers (SSNs). Use the SSN from the individual's Social Security card. All employees must have valid SSNs in order to be employed, so no SSN will be accepted if it contains alphabetic characters or too many strings of zeros.

All licensed staff must have a valid SSN that goes with the File Number in the Teacher Licensing database. The file number is assigned when an application for licenses is received. If you did not include the File Number in the file upload, you must use the "Get File Number" feature in the application to populate that field for staff reported in licensed positions. This feature is accessible on the Main Menu. If the district reports an individual in a licensed position but the SSN does not match the Teacher Licensing database, the individual will display on the Report for Missing/Invalid Staff File Numbers. Be sure new staff members have requested their licenses in order to receive a file number.

**Salary and fringe benefits are no longer being collected for extracurricular duties. Report only the salary and fringe benefits from the contract for regular assignments.**

If a field is described as numeric and required, it must be zero-filled if no data is being reported.

Gender, race/ethnicity code, and year of birth are required for all records.

The PI-1202 data your district uploads or creates will be validated and must be free of errors before it can be locked and submitted to the Department. You may validate your uploaded data at any time by clicking on the Validate button.

Please note there are many reports available to assist you in double-checking your data, either by providing a list of errors or context in which to view the data submitted. Some examples, Statewide District Contacts, PI-1202 Average Salary Summary, Staff Without Experience and Draft Administrative Salary Report. The act of locking and submitting data signifies that the district accepts the data as valid and accurate.

## Internet Application

The Department of Public Instruction collects PI-1202 data using a web-based application on the Internet. The URL for accessing PI-1202 software is **<https://www2.dpi.state.wi.us/staff>**. Staff responsible for completing the PI-1202 are able to create records from the previous school year or use a file-upload process to load files. The staff and assignment records may then be modified as needed and additional records may be added. Reports are available to summarize and validate the district data.

## Browser Versions

For the PI-1202 software to work properly, use browsers that are W3C compatible: Internet Explorer (IE) 5.5 (or greater) or Netscape 6.0 (or greater). If you need to upgrade your Internet browser, contact your district's technical support team.

## 1202 Staff Listserve

To subscribe to the 1202 Staff Listserv, send an e-mail to [dpistats@dpi.wi.gov](mailto:dpistats@dpi.wi.gov). In the subject line, type PI1202 staff listserv. In the message body, type **subscribe 1202staff**.

## For Assistance

For assistance with PI-1202,

- call (608) 267-3166

or

- e-mail [dpistats@dpi.wi.gov](mailto:dpistats@dpi.wi.gov)

or

- set up an account in the DPI Helpdesk Tool and communicate with us through the ticket creation process. Instructions on how to access to the tool can be found at <http://www.dpi.wi.gov/lbstat/helpstool.html> or via a link on the main menu.

Your message will be routed to the individual best able to respond to your specific query.

# Technical Guide

## Overview

The PI-1202 Fall Staff Reporting System facilitates the collection of agency staff demographic and assignment data. Reporting should reflect all staff employed by your agency as of the third Friday in September. Prior to submitting the data make sure to delete records of those no longer employed; add records for new staff members; and update records appropriately. You should be reporting staff that are hired by your agency, or are contracted to provide services to your schools unless they are hired by another public school district, CESA, or CCDEB. If another public school district, CESA or CCDEB hires the individual, they should be reporting an assignment to reflect the FTE working for your agency. A data quality report is available to review staff by work location.

New staff added to the Fall Staff report should show one year of local experience. Total experience should reflect the number of years of educational experience including the current school year.

Be sure to update salary information and verify fringe benefit entries. Fringe benefits reported on the PI-1202 Fall Staff report are the total of all of those listed under Object 200 Employee Benefits in the Wisconsin Uniform Financial Accounting Requirements (WUFAR) Handbook. Information about WUFAR is available at [http://www.dpi.state.wi.us/sfs/pdf/wufar\\_final.pdf](http://www.dpi.state.wi.us/sfs/pdf/wufar_final.pdf)

Most teachers (position 53) should be reported at a school level, not a district level. Use a school number instead of the 0000, if at all possible. If you prepare a file to import your data, make sure that all teachers are reported at a school level from your source files.

When data entry is complete, verify the data with the 'Validate Data' link and review the reports available on the 'Report Menu'. Once the data has been verified, 'Lock and Submit' the PI-1202 Fall Staff Report to the DPI. The successful 'Lock and Submit' process indicates that the district assures the data is valid and accurate.

## Steps to complete the PI-1202

1. Review instructions and changes.
2. Update/Complete District Contact Info.
3. Upload **or** Create Staff Records (part of Upload or Create Records).
4. Upload **or** Create Assignment Records (part of Upload or Create Records).
5. Add new employee records, delete records for employees that have left, update any necessary data.
6. Process Get Staff File Numbers from the PI-1202 Main Menu.
7. Review errors from the four Error Reports (Reports Menu); make corrections directly in Staff & Assignment Lists **or** correct in local system and do another File Upload.
  - Staff Assignment Errors
  - Staff Conflict Errors
  - Missing/Invalid Staff File Numbers
  - Staff Without Assignments
  - Staff Without Experience
8. Validate Data (after corrections are made).

- Review the Reports Requiring Approval (Reports Menu). When you are in the specific report, and if the data is correct, select (click in) the approval box.
  - Draft Administrative Salary Report
  - Draft Staff Report by Position, Ethnic Group and Gender
  - No Teachers At School Report
  - No Principal At School Report

9. Lock and Submit

## Getting Started

Select the appropriate School Year to continue to Log In.

WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION	
<b>PI-1202 FALL STAFF REPORT</b>	
<b>Please Log in:</b>	
<b>Application:</b>	PI1202-Fall Staff Report
<b>School Year</b>	2010 - 2011 ▾
<b>Continue Log In:</b>	<b>Next &gt;&gt;</b>
<b>DPI Contact Information:</b>	
-----	
Contact application coordinator: <a href="#">DPI Helpdesk</a>	
Contact Email: <a href="mailto:dpistats@dpi.wi.gov">dpistats@dpi.wi.gov</a>	
Contact Phone: (608)267-3166	

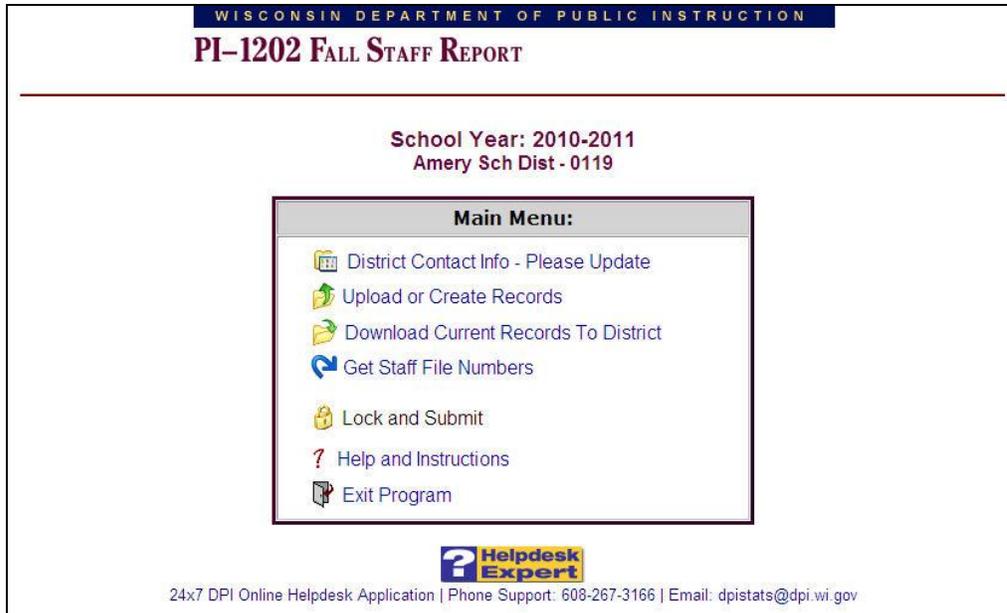
Select the appropriate Education Agency and enter the assigned password to continue to the Main Menu. For an individual agency, only one person should access the system at a time.

	
<b>WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION</b>	
<b>DATA COLLECTION LOG IN</b>	
<b>Application:</b>	PI1202-Fall Staff Report
<b>School Year:</b>	2010-2011
<b>Education Agency:</b>	Fall Creek Sch Dist <input type="button" value="v"/>
<b>Password:</b>	<input type="text"/>
<b>Click to Continue</b>	<input type="button" value="Next&gt;&gt;"/>
<b>DPI Contact Information:</b>	
-----	
Contact application coordinator: <a href="#">DPI Helpdesk</a>	
Contact Email: <a href="mailto:dpistats@dpi.wi.gov">dpistats@dpi.wi.gov</a>	
Contact Phone: (608)267-3166	

## General Instructions

### Main Menu

The number of choices available on the main menu will change as sequential steps of the application are completed. Upon first entry to the Fall Staff Reporting System, the following menu will be displayed. Note that a link is 'grayed' when it is not available. For an example, see the 'Lock and Submit' link below.



Once the 'District Contact Information' has been entered and saved, the associated link label will change to no longer read 'Please Update'. After data has been loaded, more options will become available and the following menu will be displayed.

**Note:** the email address is now [dpistats@dpi.wi.gov](mailto:dpistats@dpi.wi.gov)

Once records have been entered into the system either via file upload or the creation process, additional menu items will appear on the main menu. See the image below.

WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION

## PI-1202 FALL STAFF REPORT

---

**School Year: 2010-2011**  
**Amery Sch Dist - 0119**

**Main Menu:**

-  District Contact Info - Please Update
-  Upload or Create Records
-  Download Current Records To District
-  Get Staff File Numbers
-  **ALL Staff** & Assignment List
-  **Teacher ONLY** Assignment List
-  Reports
-  Validate Data
-  Lock and Submit
-  Help and Instructions
-  Exit Program



24x7 DPI Online Helpdesk Application | Phone Support: 608-267-3166 | Email: [dpistats@dpi.wi.gov](mailto:dpistats@dpi.wi.gov)

For security reasons, the application will 'time out' or disconnect from the DPI server after 20 minutes of inactivity. 'Use' means that navigation within the application has occurred or data has been specifically saved. If a 'time out' has occurred, a message will appear with the option to 'exit the application and return to the DPI web site' or to 're-enter the application and log in again'.

### District Contact Information

In order to facilitate the flow of information to those responsible for filing the PI-1202 Fall Staff Report, it is necessary to update the contact information for the district. If the information is the same as the prior year, click on save to confirm the information. This information must be updated or confirmed before the PI-1202 data can be submitted to DPI.

Both primary and secondary contacts are required and the secondary contact information must be different from the primary contact. Correct information allows districts to communicate with each other in order to resolve conflicts in staff data.

PI-1202 Fall Staff Report for School Year 2008-2009  
Fall Creek Sch Dist - 1729

---

District Contact Information SAVE | MAIN MENU | HELP

<p><b>Primary Contact:</b> (responsible for completing PI-1202)</p> <table border="0" style="width: 100%;"><tr><td style="text-align: center;">* First</td><td style="text-align: center;">Middle</td><td style="text-align: center;">* Last</td></tr><tr><td>* Name: <input type="text" value="Barbara"/></td><td><input type="text"/></td><td><input type="text" value="May"/></td></tr><tr><td colspan="3">Personal Suffix: <input type="text"/></td></tr><tr><td colspan="3">Email: <input type="text" value="barbaramay@fallcreek.k12.wi.us"/></td></tr><tr><td>* Phone: <input type="text" value="715"/></td><td><input type="text" value="877-2123"/></td><td>ext: <input type="text"/></td></tr><tr><td>Fax: <input type="text" value="715"/></td><td><input type="text" value="877-2911"/></td><td>ext: <input type="text"/></td></tr></table>	* First	Middle	* Last	* Name: <input type="text" value="Barbara"/>	<input type="text"/>	<input type="text" value="May"/>	Personal Suffix: <input type="text"/>			Email: <input type="text" value="barbaramay@fallcreek.k12.wi.us"/>			* Phone: <input type="text" value="715"/>	<input type="text" value="877-2123"/>	ext: <input type="text"/>	Fax: <input type="text" value="715"/>	<input type="text" value="877-2911"/>	ext: <input type="text"/>	<p><b>Secondary Contact:</b> (responsible for verifying PI-1202 data)</p> <table border="0" style="width: 100%;"><tr><td style="text-align: center;">*First</td><td style="text-align: center;">Middle</td><td style="text-align: center;">*Last</td></tr><tr><td>*Name: <input type="text" value="Michael"/></td><td><input type="text"/></td><td><input type="text" value="Finigan"/></td></tr><tr><td colspan="3">Personal Suffix: <input type="text"/></td></tr><tr><td colspan="3">Email: <input type="text" value="michaelfinigan@fallcreek.k12.wi.us"/></td></tr><tr><td>* Phone: <input type="text" value="715"/></td><td><input type="text" value="877-2123"/></td><td>ext: <input type="text" value="1303"/></td></tr><tr><td>Fax: <input type="text" value="715"/></td><td><input type="text" value="877-2911"/></td><td>ext: <input type="text"/></td></tr></table>	*First	Middle	*Last	*Name: <input type="text" value="Michael"/>	<input type="text"/>	<input type="text" value="Finigan"/>	Personal Suffix: <input type="text"/>			Email: <input type="text" value="michaelfinigan@fallcreek.k12.wi.us"/>			* Phone: <input type="text" value="715"/>	<input type="text" value="877-2123"/>	ext: <input type="text" value="1303"/>	Fax: <input type="text" value="715"/>	<input type="text" value="877-2911"/>	ext: <input type="text"/>
* First	Middle	* Last																																			
* Name: <input type="text" value="Barbara"/>	<input type="text"/>	<input type="text" value="May"/>																																			
Personal Suffix: <input type="text"/>																																					
Email: <input type="text" value="barbaramay@fallcreek.k12.wi.us"/>																																					
* Phone: <input type="text" value="715"/>	<input type="text" value="877-2123"/>	ext: <input type="text"/>																																			
Fax: <input type="text" value="715"/>	<input type="text" value="877-2911"/>	ext: <input type="text"/>																																			
*First	Middle	*Last																																			
*Name: <input type="text" value="Michael"/>	<input type="text"/>	<input type="text" value="Finigan"/>																																			
Personal Suffix: <input type="text"/>																																					
Email: <input type="text" value="michaelfinigan@fallcreek.k12.wi.us"/>																																					
* Phone: <input type="text" value="715"/>	<input type="text" value="877-2123"/>	ext: <input type="text" value="1303"/>																																			
Fax: <input type="text" value="715"/>	<input type="text" value="877-2911"/>	ext: <input type="text"/>																																			

---

SAVE | CANCEL

Please confirm above information for the year 2009 and click 'SAVE'

## Entering Staff Data

Two options are available to enter fall staff report data. Data may be uploaded into the application in two text files (\*.txt) or records may be created from the staff and assignment records on file at the DPI from the previous school year. The same method must be used for both staff and assignment records. It is not possible to upload a portion of the data and create the remaining data. Once the initial data has been loaded into the PI-1202 application, data can be added, edited or modified from the Staff & Assignment List.

Upon first entry to the 'Upload or Create Records' Menu, the following menu will be displayed. If your agency plans to Upload Staff and Assignment Files, you will need to be familiar with these record structures. Two files should be created, one for personal staff information and another for assignment data. See the 'Upload File Structures' section for detailed information about these files.

**Select one of the following options:**

 [Upload Staff Files](#)  
Upload the .txt files created from YOUR database containing your Teacher/Staff Records.

 [Create Staff Records](#)  
Create Teacher/Staff data records using last year's data from DPI's database.

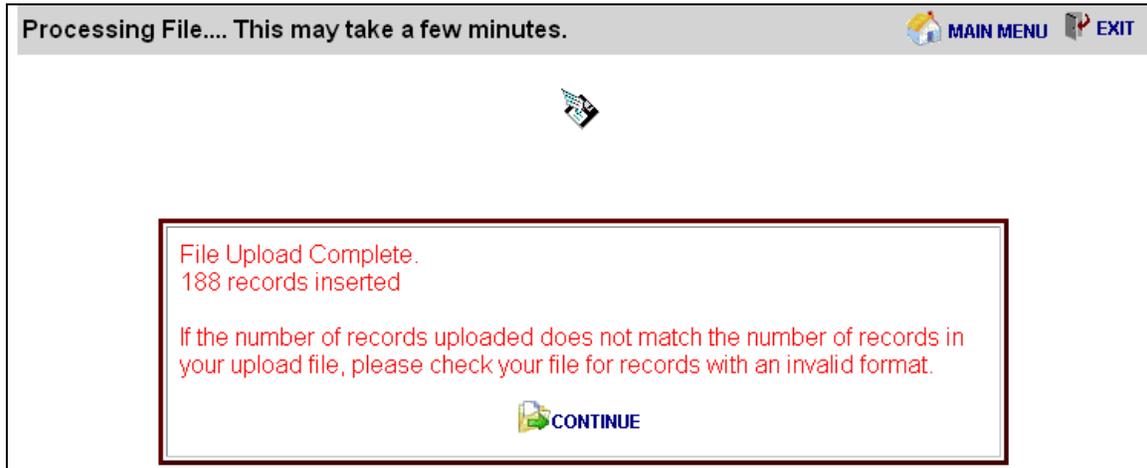
## Uploading Records

By clicking the 'Upload Staff Files' link, the following prompt will be displayed. Enter or browse to a file and click the 'Upload File' button. The file name should be stf1202.txt.

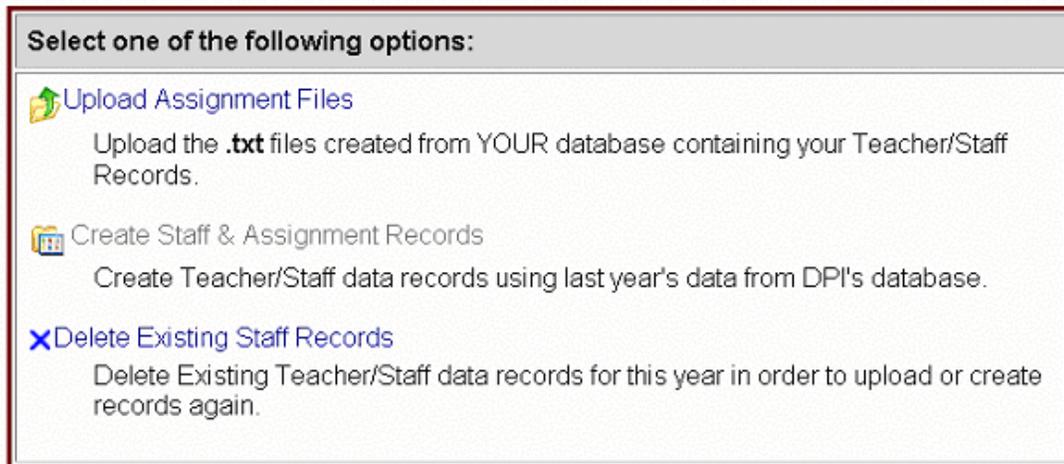
**Upload Staff Data File**  Main Menu |  Help

Select Staff Data File

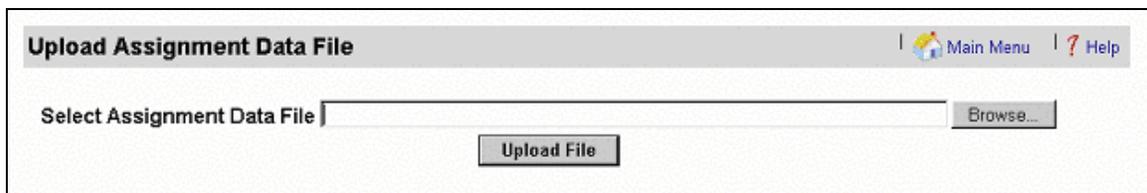
When the upload process is complete, a message will be displayed which shows the number of records inserted. To upload the Assignment File immediately, click the 'Continue' button.



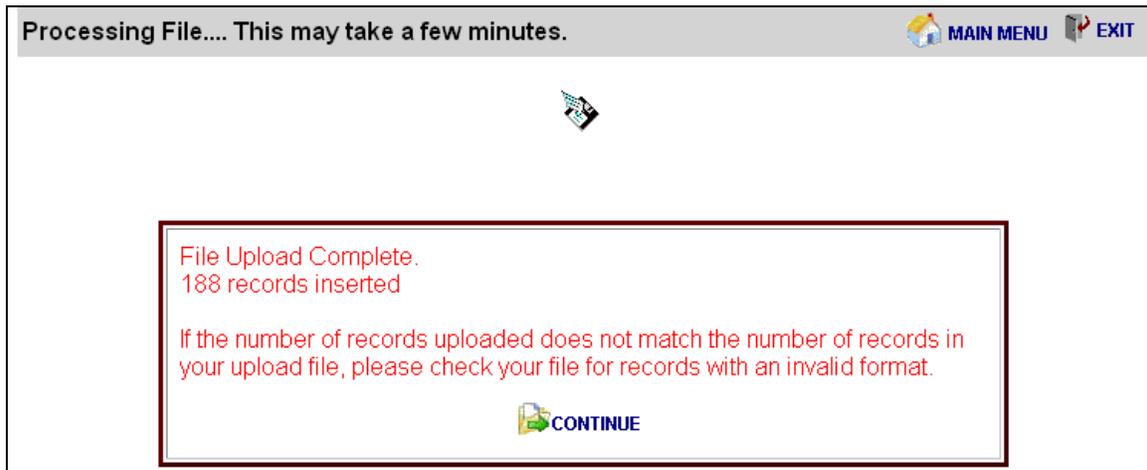
To upload Assignment records, click 'Upload Assignment Files'. The file name should be asn1202.txt



Enter or browse to a file location and click the 'Upload File' button to initiate the upload process.



When the upload process is complete, the following message will be displayed. Click the 'Continue' button, to validate the records or click the 'Main Menu' button to exit the upload menu.

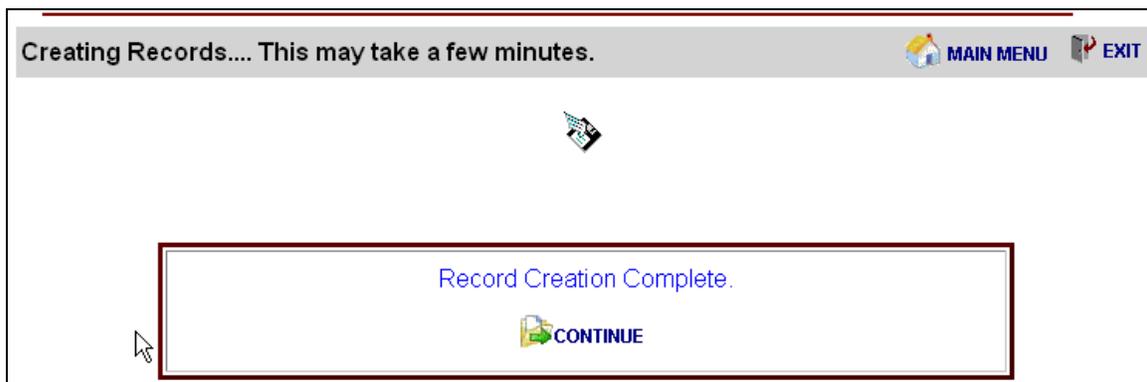


**Note:** Should the user exit the upload process following the upload of the staff file and before uploading the assignment records, the above menu will be displayed upon next entry into the system. The upload of the assignment file must be completed to continue.

## Creating Records

Staff and Assignment records can be created from existing DPI data for the previous school year by clicking the 'Create Staff Records' link from the 'Upload or Create Records' Menu. The created records will reflect the most up-to-date data from the DPI database at that point in time, and will have the Local and Total Years of Experience rolled forward one year for each staff member. Any changes made in DPI's data after the time of record creation will not be reflected in the PI-1202 application.

When the staff records have been completed, the following message will appear. To return to the upload/create records menu, click Continue.



To create assignment records from the DPI database, click 'Create Assignment Records & Validate Data.'

**Select one of the following options:**

-  Upload Staff & Assignment Files  
Upload the **.txt** files created from YOUR database containing your Teacher/Staff Records.
  
-  Create Assignment Records & Check for Validation Errors  
Create Teacher/Staff data records using last year's data from DPI's database and check for validation errors.
  
- Delete Existing Staff Records  
Delete Existing Teacher/Staff data records for this year in order to upload or create records again.

After creation of assignment records, validation is initiated by clicking the 'Continue' Button.

Creating Records.... This may take a few minutes.  MAIN MENU  EXIT

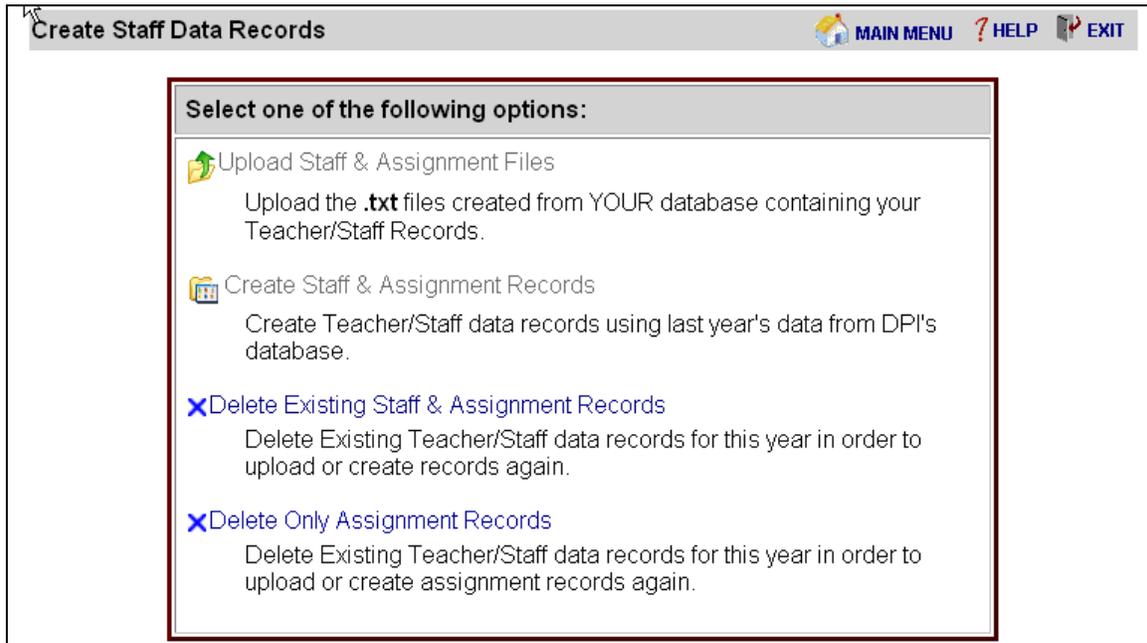
  
  

Record Creation Complete.

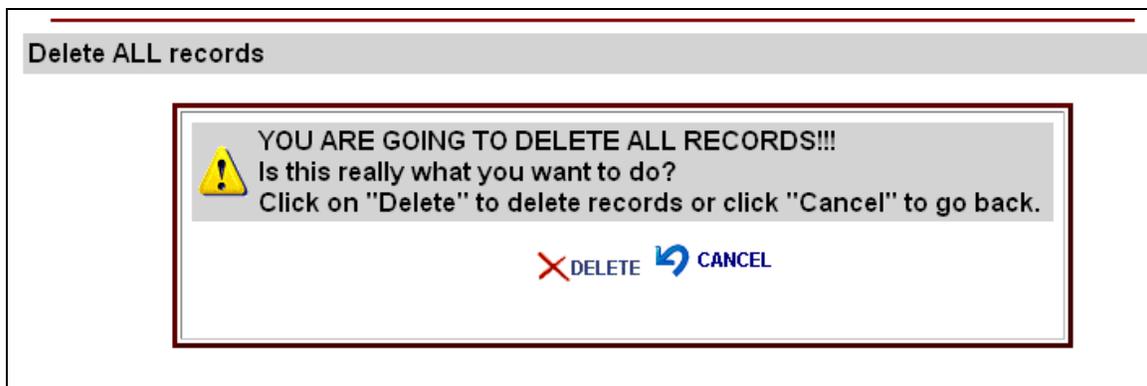
 CONTINUE

## Deleting Records

To delete all records that have been uploaded or created from the DPI database, click "Delete Existing Staff Records & Assignment Records" or "Delete Only Assignment Records". **Any changes made to these records will be lost when they are deleted.** This is not the procedure to use if you wish to delete a record for a single individual or assignment (see page 18 for those procedures).



A confirmation screen will appear to verify your intent to delete all your records.



## All Staff & Assignment List

From the Main Menu, select the "All Staff & Assignment List". The list is available by the first letter of the last name. Only 10 staff records (and all corresponding assignments) are displayed on a page at a time. If a given staff member has more than one assignment, the row colors of assignments will alternate between white and yellow for ease in viewing.

Update the staff files to show staff employed by your agency as of the third Friday in September and their assignments for the current school year. Delete records of those no longer employed; add records for new staff members; and update records appropriately.

PI-1202 Fall Staff Report for School Year 2008-2009  
Fall Creek Sch Dist - 1729

---

**Staff & Assignment List**    ADD EMPLOYEE    UPLOAD    REPORTS    STAFF ASSIGNMENT ERRORS    MAIN MENU    HELP    EXIT

Enter Last Name:     **Search by Last Name**

Record Navigation: [G](#) [H](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [R](#) [S](#) [T](#) [V](#) [W](#) [Y](#) [Z](#)    [NEXT](#)    [PREV](#)

	444.33-2244	Mellow, Marcia	WorkLEA	School	Position	Assignment	FTE	Delete
edit			1729	0050	84 - S/L Pathlgst	0000	25	Delete
edit			1729	0020	84 - S/L Pathlgst	0000	50	Delete
edit			1729	0040	84 - S/L Pathlgst	0000	25	Delete
		111-22-3333	WorkLEA	School	Position	Assignment	FTE	Delete
edit		Midity, Hugh	1729	0040	53 - Teacher	0400 - Mathematics	100	Delete
edit			1729	0040	98 - Oth Sup Staf	9077 - Athlhc Coach		Delete
		222-33-4444	WorkLEA	School	Position	Assignment	FTE	Delete
edit		Mongus, Hugh	1729	0000	06 - Ast Dist Adm	0000	100	Delete
		333-44-5555	WorkLEA	School	Position	Assignment	FTE	Delete
edit		Mouse, Minnie	1729	0040	98 - Oth Sup Staf	9073 - Cafeteria Wk	75	Delete
		111-33-4444	WorkLEA	School	Position	Assignment	FTE	Delete
edit		Muenster, Abby	1729	0040	55 - Psychologist	0000	24	Delete

Record Navigation: [G](#) [H](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [R](#) [S](#) [T](#) [V](#) [W](#) [Y](#) [Z](#)    [NEXT](#)    [PREV](#)

Search for SSN:     **Search**

- You can search for an individual by typing the individual’s last name in to the last name search box in the upper left-hand of the Staff & Assignment List screen and selecting the icon to the right labeled ‘search by last name’.
- You can search for an individual by typing the individual’s SSN in the Search for SSN box at the bottom of the Staff & Assignment List screen and selecting the icon to the right labeled ‘search’.
- You can view a list of staff members and assignments using the record navigation bar. See directions below.

The ‘**Teacher Only Assignment List**’ functions the same way as the ‘All Staff & Assignment List’, but displays only assignments related to position 53. The function was providing for districts when working with only the fields for assignment that report number of classes data.

### Record Navigation

- To view a list of staff members and assignments, use the record navigation bar to select the appropriate letter which corresponds to the first letter of the staff member's last name.

**Record Navigation:** A B C D E F G H I J K L M N O P Q R S T U V W X Y Z NEXT PREV

- To move within the list of names beginning with the letter that is being viewed, click 'NEXT' or 'PREV'. To view last names starting with a different letter, select the letter from the navigation bar.
- Note that when detail information is saved for a staff member or an assignment, the detail screen will close and return to the Staff & Assignment List with the recently modified record as the first record on the list.

### View or Edit Staff Information

To view or edit data for a staff member, click the SSN to the left of the staff member's name. See the 'Employee Information' topic for more information.

**Staff & Assignment List**

**Record Navigation:** B C D E G H K M P S W NEXT PREV

	SSN	Name	WorkLEA	School	Position	Assignment	FTE	Delete
edit	<a href="#">333-44-2222</a>	De Cat, Morris	WorkLEA	School	72 - Plnt Mnt Per	0000	50	Delete
edit	<a href="#">222-22-2222</a>	Duck, Donald	WorkLEA	School	05 - Dist Admin	0000	100	Delete
edit			8107	1279	18 - Dept Head	0250 - Business Ed	100	Delete

**Record Navigation:** B C D E G H K M P S W NEXT PREV

### View or Edit Assignment Information

To view or edit assignment data, click 'edit' to the left of the specific assignment. See the 'Assignment Information' topic for more information.

**Staff & Assignment List**

**Record Navigation:** B C D E G H K M P S W NEXT PREV

	SSN	Name	WorkLEA	School	Position	Assignment	FTE	Delete
edit	<a href="#">333-44-2222</a>	De Cat, Morris	WorkLEA	School	72 - Plnt Mnt Per	0000	50	Delete
edit	<a href="#">222-22-2222</a>	Duck, Donald	WorkLEA	School	05 - Dist Admin	0000	100	Delete
edit			8107	1279	18 - Dept Head	0250 - Business Ed	100	Delete

**Record Navigation:** B C D E G H K M P S W NEXT PREV

### Add a New Employee

To add a new employee, click the "ADD EMPLOYEE" icon on the navigation bar of the Staff & Assignment List. See the 'Employee Information' topic for more information.

The screenshot shows the 'Staff & Assignment List' interface. At the top, there is a navigation bar with icons for 'ADD EMPLOYEE', 'UPLOAD', 'REPORTS', 'MAIN MENU', 'HELP', and 'EXIT'. The 'ADD EMPLOYEE' icon is highlighted with a red box. Below the navigation bar is a 'Record Navigation' section with links for 'B C D E G H K M P S W NEXT PREV'. The main table contains the following data:

	333-44-2222	De Cat, Morris	WorkLEA	School	Position	Assignment	FTE	Delete
edit			8107	1279	72 - Plnt Mnt Per	0000	50	Delete
	222-22-2222	Duck, Donald	WorkLEA	School	Position	Assignment	FTE	Delete
edit			8107	0000	05 - Dist Admin	0000	100	Delete
edit			8107	1279	18 - Dept Head	0250 - Business Ed	100	Delete

At the bottom, there is another 'Record Navigation' section with links for 'B C D E G H K M P S W NEXT PREV'.

### Delete a Staff Member

To delete a staff member, click 'Delete' to the right of the staff member name. All associated assignments will be deleted at the same time.

The screenshot shows the 'Staff & Assignment List' interface. At the top, there is a navigation bar with icons for 'ADD EMPLOYEE', 'UPLOAD', 'REPORTS', 'MAIN MENU', 'HELP', and 'EXIT'. Below the navigation bar is a 'Record Navigation' section with links for 'B C D E G H K M P S W NEXT PREV'. The main table contains the following data:

	333-44-2222	De Cat, Morris	WorkLEA	School	Position	Assignment	FTE	Delete
edit			8107	1279	72 - Plnt Mnt Per	0000	50	Delete
	222-22-2222	Duck, Donald	WorkLEA	School	Position	Assignment	FTE	Delete
edit			8107	0000	05 - Dist Admin	0000	100	Delete
edit			8107	1279	18 - Dept Head	0250 - Business Ed	100	Delete

The 'Delete' link for the second staff member (Duck, Donald) is highlighted with a red box. At the bottom, there is another 'Record Navigation' section with links for 'B C D E G H K M P S W NEXT PREV'.

### Delete an Assignment

To delete a single staff assignment, click 'Delete' on the right of the assignment information.

District: 8107 - Sch for Early Dvlpt & Achieve

The screenshot shows the 'Staff & Assignment List' interface for District 8107. At the top, there is a navigation bar with icons for 'ADD EMPLOYEE', 'UPLOAD', 'REPORTS', 'MAIN MENU', 'HELP', and 'EXIT'. Below the navigation bar is a 'Record Navigation' section with links for 'B C D E G H K M P S W NEXT PREV'. The main table contains the following data:

	333-44-2222	De Cat, Morris	WorkLEA	School	Position	Assignment	FTE	Delete
edit			8107	1279	72 - Plnt Mnt Per	0000	50	Delete
	222-22-2222	Duck, Donald	WorkLEA	School	Position	Assignment	FTE	Delete
edit			8107	0000	05 - Dist Admin	0000	100	Delete
edit			8107	1279	18 - Dept Head	0250 - Business Ed	100	Delete

The 'Delete' link for the third assignment (18 - Dept Head) is highlighted with a red box. At the bottom, there is another 'Record Navigation' section with links for 'B C D E G H K M P S W NEXT PREV'.

### Search by SSN

To search for a staff member by SSN, enter the staff member's SSN in the 'Search for SSN' box and click the 'Search' button to locate a specific staff member.

**Staff & Assignment List**

Record Navigation: [B](#) [C](#) [D](#) [E](#) [G](#) [H](#) [K](#) [M](#) [P](#) [S](#) [W](#) [NEXT](#) [PREV](#)

	SSN	Name	WorkLEA	School	Position	Assignment	FTE	Delete
<a href="#">edit</a>	<a href="#">333-44-2222</a>	De Cat, Morris	WorkLEA	8107	1279	72 - Plnt Mnt Per	0000	50 <a href="#">Delete</a>
<a href="#">edit</a>	<a href="#">222-22-2222</a>	Duck, Donald	WorkLEA	8107	0000	05 - Dist Admin	0000	100 <a href="#">Delete</a>
<a href="#">edit</a>			8107	1279	18 - Dept Head	0250 - Business Ed	100	<a href="#">Delete</a>

Record Navigation: [B](#) [C](#) [D](#) [E](#) [G](#) [H](#) [K](#) [M](#) [P](#) [S](#) [W](#) [NEXT](#) [PREV](#)

Search for SSN:

### Search by Last Name

To search for a staff member by Last Name, enter the staff member's last name in the 'Enter Last Name' box and click the 'Search by last name' button to locate a staff member.

PI-1202 Fall Staff Report for School Year 2008-2009  
Fall Creek Sch Dist - 1729

**Staff & Assignment List**

Enter Last Name:

Record Navigation: [G](#) [H](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [R](#) [S](#) [T](#) [V](#) [W](#) [Y](#) [Z](#) [NEXT](#) [PREV](#)

	SSN	Name	WorkLEA	School	Position	Assignment	FTE	Delete
<a href="#">edit</a>	<a href="#">444-33-2244</a>	Mellow, Marcia	WorkLEA	1729	0050	84 - S/L Pathlgst	0000	25 <a href="#">Delete</a>
<a href="#">edit</a>			1729	0020	84 - S/L Pathlgst	0000	50 <a href="#">Delete</a>	
<a href="#">edit</a>			1729	0040	84 - S/L Pathlgst	0000	25 <a href="#">Delete</a>	
<a href="#">edit</a>	<a href="#">111-22-3333</a>	Midity, Hugh	WorkLEA	1729	0040	53 - Teacher	0400 - Mathematics	100 <a href="#">Delete</a>
<a href="#">edit</a>			1729	0040	98 - Oth Sup Staf	9077 - Athlct Coach		<a href="#">Delete</a>
<a href="#">edit</a>	<a href="#">222-33-4444</a>	Mongus, Hugh	WorkLEA	1729	0000	06 - Ast Dist Adm	0000	100 <a href="#">Delete</a>
<a href="#">edit</a>	<a href="#">333-44-5555</a>	Mouse, Minnie	WorkLEA	1729	0040	98 - Oth Sup Staf	9073 - Cafeteria Wk	75 <a href="#">Delete</a>
<a href="#">edit</a>	<a href="#">111-33-4444</a>	Muenster, Abby	WorkLEA	1729	0040	55 - Psychologist	0000	24 <a href="#">Delete</a>

Record Navigation: [G](#) [H](#) [J](#) [K](#) [L](#) [M](#) [N](#) [O](#) [P](#) [R](#) [S](#) [T](#) [V](#) [W](#) [Y](#) [Z](#) [NEXT](#) [PREV](#)

Search for SSN:

## Employment Information

All information except the SSN may be edited. If a staff record has the wrong SSN, the employee and all corresponding assignment records must be deleted and recreated (see instructions under the 'Staff & Assignment List' topic). Add a new record for the individual and add new assignment records. Tips about validation rules are for each field with a red question mark within the Field Level Assistance by Page Guide.

Be sure to update salary information and verify fringe benefit entries. Fringe benefits reported on the PI-1202 Fall Staff report are the total of all of those listed under Object 200 Employee Benefits in the Wisconsin Uniform Financial Accounting Requirements (WUFAR) Handbook. Information about WUFAR is available at [http://www.dpi.state.wi.us/sfs/pdf/wufar\\_final.pdf](http://www.dpi.state.wi.us/sfs/pdf/wufar_final.pdf)

PI-1202 Fall Staff Report for School Year 2010-2011 Amery Sch Dist - 0119	
<b>Employee Information</b> <span style="float: right;">MAIN MENU   HELP</span>	
SSN: 111-22-1111	File Number: <input type="text"/>
Last Name: <input type="text" value="Duck"/>	First Name: <input type="text" value="Donald"/>
Middle: <input type="text"/>	Personal Suffix: <input type="text"/>
Former Last Name: <input type="text"/>	
Gender: <input type="text" value="F - Female"/>	Year of Birth: <input type="text" value="1932"/> (Enter as YYYY)
<b>Race/Ethnicity</b>	
Part One: <i>Select one</i> <input type="radio"/> Hispanic/Latino <input checked="" type="radio"/> NOT Hispanic/Latino	
Part Two: <i>Check all that apply</i>	
<input type="checkbox"/> Amer Indian/Alaska Native <input type="checkbox"/> Asian <input checked="" type="checkbox"/> Black/African Amer <input checked="" type="checkbox"/> Hawaiian/Pacific Islander <input type="checkbox"/> White	
Highest Degree: <input type="text" value="4 - Bachelor's degree"/>	
<b>Years of Experience</b>	
Within District: <input type="text" value="4"/>	Contract Days: <input type="text" value="0"/>
Total Years: <input type="text" value="5"/>	Contract Salary: <input type="text" value="0"/>
	Fringe Benefits: <input type="text" value="0"/>
Is the salary final for this school term? <input type="radio"/> Yes <input checked="" type="radio"/> No	
Local Use: <input type="text"/>	
<input type="button" value="SAVE &amp; GO TO STAFF LIST"/> <input type="button" value="SAVE &amp; GO TO TEACHER LIST"/> <input type="button" value="SAVE &amp; ADD ASSIGNMENT"/> <input type="button" value="CANCEL &amp; GO TO STAFF LIST"/> <input type="button" value="CANCEL &amp; GO TO TEACHER LIST"/>	

Three options are available to save the Employee Information. Click the 'Save & Add Assignment' Link to save the employee information and add an assignment (for new employees or an existing employee with an additional assignment). Click the 'Save & Return to Staff List' Link to save the employee information and return to the staff list page. Click the 'Save & Return to Teacher List' to save the employee information and return to the teacher list page.

Likewise there are two options to cancel without saving to return to either the staff list or the teacher list.

NOTE: The file number will be stored as a 6-digit number until the teacher licensing database has been changed to 7 digits.

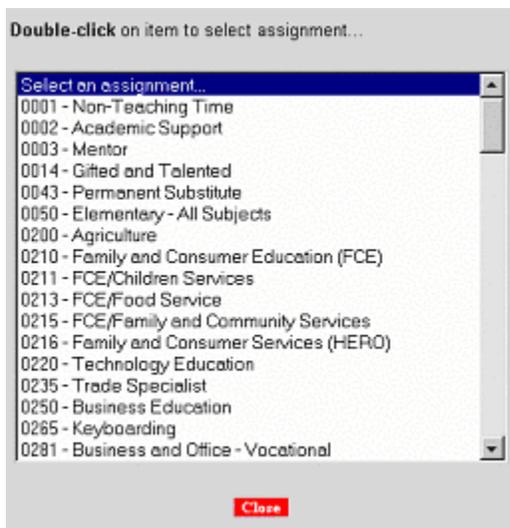
## Assignment Information

Four criteria are presented to determine the subsequent assignment survey questions. Complete the criteria from top to bottom. To choose a position code, click on the arrow for a drop-down list of choices.

<b>Position Code:</b>	<input type="text" value="19 - Teacher in Charge"/>	
<b>Assignment Code:</b>	<input type="text"/>	? See List
<b>Working LEA:</b>	<input type="text"/>	? See List
<b>School:</b>	<input type="text"/>	? See List




To choose an assignment code, click the "See List" to the right of the Assignment Code line and a list of valid assignments for the chosen position code will be displayed. Double-click the appropriate assignment to add the proper code to the assignment box on the assignment info form. If the assignment code is known, it is not necessary to view the list. Note that selecting a new 'Position Code' will force reentry of the 'Assignment Code'.



Follow the same procedure to display a list of valid Working LEA's and a list of Valid Schools, to fill the 'Working LEA' and 'School'. Note that selecting a new 'Working LEA' will force reentry of the 'School'.

Teachers (position 53) and principals (position 51) should be reported at a school level, not a district level. Use a school number instead of the 0000 (that is only used for district level reporting). If you prepare a file to import your data, make sure that all teachers and principals are reported at a school level from your source files.

Click 'Continue' to display the next assignment screen.

Depending on the position, assignment and validation rules, a list of questions will be presented about the assignment. This list will vary depending on what information needs to be collected for a given assignment. Refer to the 'Assignment Information' topic in the 'Field Level Assistance by Page' section for further information about the assignment questions.

Assignment Related Questions		 MAIN MENU    HELP
Work LEA: 0119	Work School: 0040	
SSN: 111-22-1111	Position: 53 - Teacher	
Name: Donald Duck	Assignment: 0235 - Trade Specialist	
FTE for this assignment: <input type="text" value="55"/>		
<i>(FTE MUST be a whole number &gt; 1 and &lt;= 100; i.e., 100 = full-time, 50 = half-time, 75 = 3/4 time, etc.)</i>		
Number of classes being taught for this assignment? <input type="text" value="0"/>		
<b>WARNING: Must submit number of classes for this teacher assignment before locking!</b>		
<i>(Number of classes must be a whole number and &gt; 0 (zero) and &lt;= 40.)</i>		
Grades for which this assignment is performed: <i>(Check all that apply!)</i>		
<i>Note: If no grades appear, then no grades are available for this position/area/school combination. A new selection must be made.</i>		
<input type="checkbox"/> 09 <input type="checkbox"/> 10		
<input type="checkbox"/> 11 <input type="checkbox"/> 12		
Is this assignment being performed by a long term substitute?		
<input type="radio"/> Yes <input checked="" type="radio"/> No		
Does this individual teach in a state or locally funded bilingual education program?		
<input type="radio"/> Yes <input checked="" type="radio"/> No		
Is this assignment in a school board approved alternative education program?		
<input type="radio"/> Yes <input checked="" type="radio"/> No		
Is this assignment being performed by an individual whose employer has been contracted to provide the service?		
<input type="radio"/> Yes <input checked="" type="radio"/> No		
If Yes, specify location: <input type="text"/>		
Local Use: <input type="text"/>		
 SAVE & GO TO STAFF LIST    SAVE & GO TO TEACHER LIST    SAVE & ADD ASSIGNMENT    CANCEL & GO TO STAFF LIST    CANCEL & GO TO TEACHER LIST		

Upon completing the assignment and answering all questions, click 'Save' to save the assignment information and return to the 'Staff & Assignment List' or to the 'Teacher List'. If the selected staff member has another assignment to add, click on 'Save and Add Assignment' to save the current assignment, and to provide a new assignment screen.

To return to the 'Staff & Assignment List' without saving assignment information, click one of the 'Cancel' buttons.

**Number of classes per core NCLB subject:**

Per ESEA provisions, states are required to report the number and percentage of core academic classes taught by highly qualified teachers, disaggregated by low/high poverty schools. To comply with federal regulations, LEAs must provide in the PI-1202 report the specific number of classes, specifically core academic classes, taught by each teacher. For most teaching assignments this information can be derived based on the assignment code. DPI is unable to derive this data for special education assignments, and thus we need to collect that information for all special education teaching assignments.

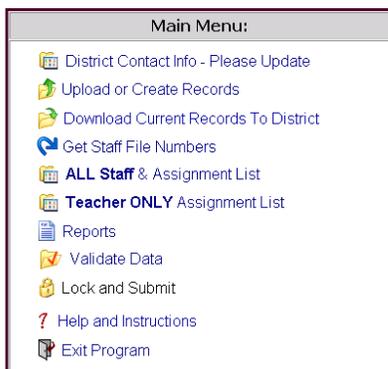
Assignment Related Questions		SAVE	SAVE & ADD ASSIGNMENT	CANCEL	MAIN MENU	HELP
Work LEA: 1729	Work School: 0040					
SSN: 555-22-1515	Position: 53 - Teacher					
Name: Daisy K Duck	Assignment: 0811 - Learning Disabilities					
Identify the number of classes taught as the primary teacher in core academic subject areas:						
NCLB Core Subject Areas	Number of Classes					
English/Language Arts/Reading	<input type="text" value="0"/>					
Mathematics	<input type="text" value="0"/>					
Science	<input type="text" value="0"/>					
Social Studies (History, Geography, Economics, Civics and Government)	<input type="text" value="0"/>					
World Languages (French, German, Spanish, etc.)	<input type="text" value="0"/>					
Arts (Art, Music, Dance, and Theater)	<input type="text" value="0"/>					
		SAVE	SAVE & ADD ASSIGNMENT	CANCEL		

Upon completing the assignment and answering all questions, click 'Save' to save the assignment information and return to the 'Staff & Assignment List'. If the selected staff member has another assignment to add, click on 'Save and Add Assignment' to save the current assignment, and to get a new assignment screen. To return to the 'Staff & Assignment List' without saving assignment information, click the 'Cancel' button.

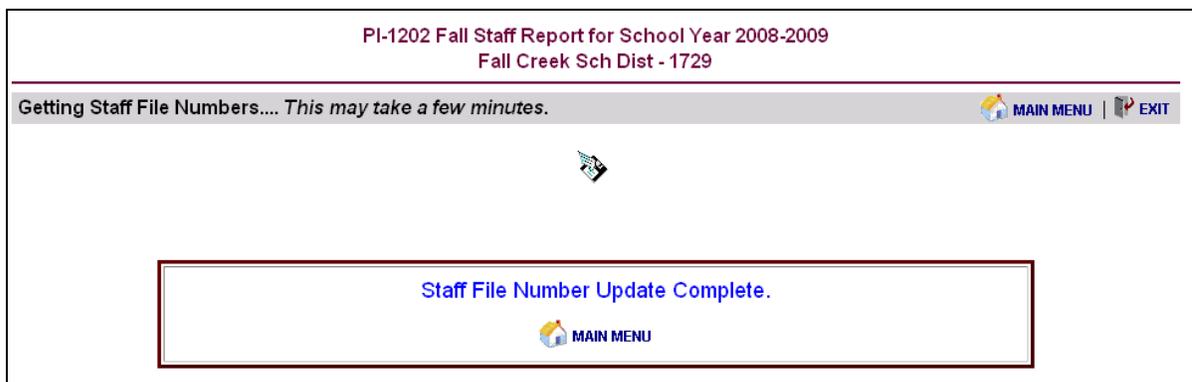
## Get Staff File Numbers

For districts that use file upload or add new employee staff records and do not have staff file numbers, this step will pull the file number from the DPI's teacher licensing database based on the SSNs entered and position/assignment codes. Staff that are in licensed positions and should be licensed but are not yet on the teacher licensing database will display in the Missing/Invalid Staff File Numbers Report (look under the Reports Menu). File numbers submitted which do not match the teacher licensing database because of incorrect SSNs in the submission will also display on the Missing/Invalid Staff File Numbers Report. These errors need to be corrected before the data is locked and submitted to DPI.

From the PI-1202 Main Menu, select 'Get Staff File Numbers'.



It will immediately start the search for file numbers.



Go to the Reports Menu and click on Missing/Invalid Staff File Numbers to identify any staff records that may have problems. Verify that the correct SSN is associated with that staff record.

## Validate Data

Data integrity of staff member and assignment data must be verified prior to submission. The following items must be validated without errors to submit the Fall Staff Report.

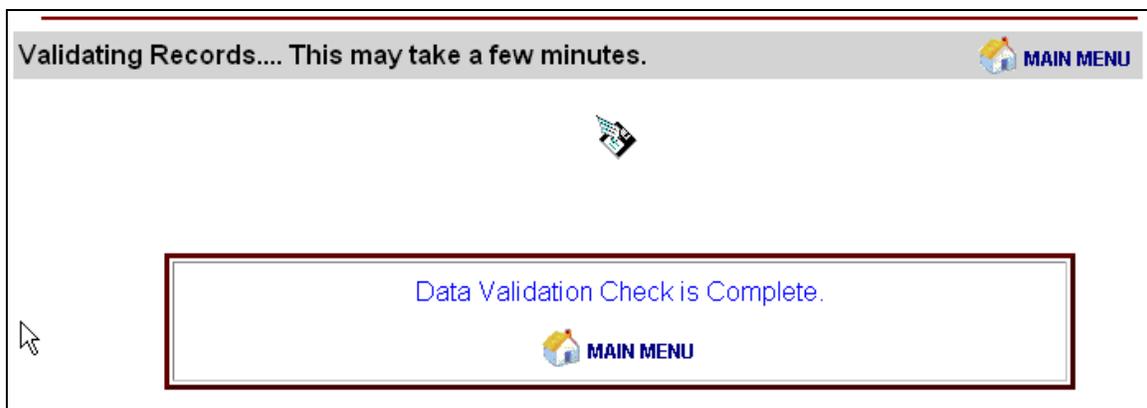
- Update of District Contact Information
- Upload or Creation of Staff & Assignment Records
- Missing/Invalid Staff File Numbers
- Approval of Salary Report
- Approval of Salary Report by Position, Ethnic Group and Gender
- Approval of No Teachers at School report
- Approval of No Principals at School Report

Warnings are displayed for questionable data, but do not prevent submission. See the 'Reports Menu' Topic for more information.

Note that errors will NOT appear on the Error and Conflict Reports until 'Validate Data' has been run. Also, the 'Validate Data' must be run after error correction to update the Error and Conflict Reports.

## Validating Records

Upon completion of the validation process, the following message is displayed. To view a list of assignment errors, go back to the Main Menu, click on "Reports" and then on 'Staff Assignment Errors'. To view a list of staff members and their assignments, go back to Main Menu and click on 'Staff and Assignment List'.



## Report Menu

Several reports are available to summarize and prepare Fall Staff Reporting data for submission. In order to submit data to DPI, all errors must be cleared up and the Draft Administrative Salary Report, Draft Staff Report by Position, Ethnic Group and Gender, No Teachers at School Report and the No Principal at School Report must be viewed and approved.

**Note:** Errors will NOT appear on the Error and Conflict Reports until 'Validate Data' has been run from the Main Menu or during the data load process. They will not be removed from the list after corrections have been made until the validation process is run again.

Informational Reports:
 <a href="#">PI-1202 Staff Report (all staff)</a>
 <a href="#">PI-1202 Staff Report (all staff) by Work Location</a>
 <a href="#">Special Education Assignment Report</a>
 <a href="#">Statewide District Contacts</a>
Error Reports:
 <a href="#">Staff Assignment Errors</a>
 <a href="#">Staff Conflicts and Total FTE Errors</a>
 <a href="#">Missing/Invalid Staff File Numbers</a>
 <a href="#">Staff Without Assignments</a>
 <a href="#">Staff Without Experience</a>
Reports Requiring Approval:
 <a href="#">Draft Salary Report</a>
 <a href="#">Draft Staff Report by Position, Ethnic Group and Gender</a>
 <a href="#">No Teachers at School Report</a>
 <a href="#">No Principal at School Report</a>

## PI-1202 Staff Report and Special Education Assignment Report

The 'PI-1202 Staff Report' and 'Special Education Assignment Report' follow a similar format. The 'Special Education Assignment Report' is a subset of the 'PI-1202 Staff Report'. In both reports, staff will be broken out by the first letter of the last name. The list will vary by the letter selected in the navigation bar at the top of the page. You can filter for specific positions; for example teachers (position 53) or principals (position 51). These reports are generated based on the hiring agency. There is also a version of the 'PI-1202 Staff Report' by work location.

**WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION**

**PI-1202 FALL STAFF REPORT**

---

School Year: 2011  
 District: 8115 - Tenor High School  
 PI-1202 Staff Assignment Report

Search by Position Code:

[REPORTS](#) | [STAFF LIST](#) | [MAIN MENU](#) | [HELP](#) | [EXIT](#)

<b>Name: Adams, Adam M</b>					<b>SSN:</b>			<b>File Number:</b>				
<b>Former Last Name:</b>					<b>Contract Final: Y</b>			<b>Year of Birth: 1965</b>		<b>High Degree: 4</b>		
<b>Gender: M</b>		<b>Race: W</b>		<b>LEA Years: 4</b>		<b>Total Years: 4</b>		<b>Salary: \$34,477</b>		<b>Benefits: \$20,301</b>		<b>Contract Days: 190</b>
LEA	Sch	Position	Assignment	Grades	FTE	Num of Classes	Biling ESL	LgTrm Sub	Alt Ed Prog	Priv Contr	Contr Agency	Contracted Agcy Site
8115	0400	53 Teacher	0300 English	0911	50	10	N	N	N	N	N	

<b>Name: Brown, Jane A</b>					<b>SSN:</b>			<b>File Number:</b>				
<b>Former Last Name:</b>					<b>Contract Final: Y</b>			<b>Year of Birth: 1957</b>		<b>High Degree: 5</b>		
<b>Gender: F</b>		<b>Race: W</b>		<b>LEA Years: 2.5</b>		<b>Total Years: 6.5</b>		<b>Salary: \$40,800</b>		<b>Benefits: \$11,850</b>		<b>Contract Days: 194</b>
LEA	Sch	Position	Assignment	Grades	FTE	Num of Classes	Biling ESL	LgTrm Sub	Alt Ed Prog	Priv Contr	Contr Agency	Contracted Agcy Site
8115	0400	53 Teacher	0550 Art	09101112	100	8	N	N	N	N	N	

Links at the top of the page will redirect the user back to the report menu or to the main menu.

## Statewide District Contacts

This list will provide districts with the names of the individuals completing the PI-1202 Fall Staff Report who can help resolve the name discrepancies between districts errors.

School Year: 2009 District: 1729 - Fall Creek Sch Dist PI 1202 - District Contacts - Statewide All				
<a href="#">REPORTS</a>   <a href="#">STAFF LIST</a>   <a href="#">MAIN MENU</a>   <a href="#">HELP</a>   <a href="#">EXIT</a>				
Agency	Staff Name	Work Phone	Ext.	Email Address
21st Century Prep Sch	Robert Morelan	262-898-1176		Rmorelan@21stprepschool.org
21st Century Prep Sch	Doreen Daniels	262-898-1169		ddaniels@21stprepschool.org
Abbotsford	Jackie Schreiber	715-223-6715	417	jschreiber@abbotsford.k12.wi.us
Abbotsford	Reed Welsh	715-223-6715	418	rwelsh@abbotsford.k12.wi.us
Acad of Learning & Leadership	MaryAnn Noshay	414-372-3942	203	mnoshay@all-milwaukee.org
Acad of Learning & Leadership	M. Mortimore	414-372-3942	204	cmortimore@all-milwaukee.org
Adams-Friendship Area	Barbara Weade	608-339-3213	214	weade_b@af.k12.wi.us
Adams-Friendship Area	Barbara Weade	608-339-3213	214	weade_b@af.k12.wi.us
Albany	Stephen Guenther	608-862-3225		Stephen.Guenther@albany.k12.wi.us
Albany	Stephen Guenther	608-862-3225		Stephen.Guenther@albany.k12.wi.us
Algoma	Tammy Schneider	920-487-7001	3404	tschneider@alghs.k12.wi.us
Algoma	Ron Welch	920-487-7001	3403	rwelch@alghs.k12.wi.us
Alma	Kathy Culbertson	608-264-9552		kathleen.culbertson@dpi.wi.gov

## Staff Assignment Errors Report

The 'Staff Assignment Errors' report will list the name, identifying assignment information and the error or warning descriptions. These errors are generated during the data validation check (run after upload or creation of records or from the main menu). After correcting errors, the 'Validate Data' should be run again to clear out those errors that have been corrected. In order to lock there may be no errors in this report. It is possible to lock with warning messages.

Below are a list of assignments that have missing or invalid data based on your last check for validation errors. Please make corrections and  **Check for Validation Errors**. The following errors must be corrected before your data can be locked.

SSN	Name	Work LEA	Work School	Position	Assignment	Error
<a href="#">444-33-2244</a>	Mellow, Marcia	0140	0080	84	0000	🚩 Error: Missing bilingual/ESL certification info
<a href="#">444-33-2244</a>	Mellow, Marcia	0140	0080	84	0000	🚩 Error: Missing LEP student information
<a href="#">444-33-2244</a>	Mellow, Marcia	0140	0160	84	0000	🚩 Error: Missing bilingual/ESL certification info
<a href="#">444-33-2244</a>	Mellow, Marcia	0140	0160	84	0000	🚩 Error: Missing LEP student information
<a href="#">444-33-2244</a>	Mellow, Marcia	0140	0260	84	0000	🚩 Error: Missing bilingual/ESL certification info
<a href="#">444-33-2244</a>	Mellow, Marcia	0140	0260	84	0000	🚩 Error: Missing LEP student information
<a href="#">111-22-3333</a>	Midity, Hugh	0140	0070	53	0400	🚩 Error: Missing required data: assignment grades
<a href="#">111-22-3333</a>	Midity, Hugh	0140	0070	53	0400	🚩 Error: Missing LEP student information
<a href="#">111-22-3333</a>	Midity, Hugh	0140	0070	53	0400	🚩 Error: Missing long term substitute information
<a href="#">111-22-3333</a>	Midity, Hugh	0140	0070	53	0400	🚩 Error: Missing content licensing test information
<a href="#">111-22-3333</a>	Midity, Hugh	0140	0070	53	0400	🚩 Error: Missing bilingual/ESL certification info

Click on the SSN to continue to the Staff & Assignment List information page to edit employee or assignment information. The navigation bar on top will disappear as the list of staff assignment errors gets smaller.

### Staff Conflict Report

The 'Staff Conflict' report lists staff records for individuals who have been reported with the same SSN by multiple districts with different demographic information (name, birth, race, gender, high degree). These conflicts could prevent locking and submission of data. Also if an individual's total FTE across all districts is greater than 149, it will be reported here as well. For assistance, call the DPI at (608) 267-3166, email dpistats@dpi.wi.gov or create a helpdesk ticket.

Staff Name & Total FTE Errors		
<a href="#">REPORTS</a> <a href="#">STAFF LIST</a> <a href="#">MAIN MENU</a> <a href="#">? HELP</a> <a href="#">EXIT</a>		
SSN	Name	Error
<a href="#">222-22-2222</a>	Duck, Donald	⚠ Error: Total FTE of all assignments exceeds limit
<a href="#">222-22-2222</a>	Duck, Donald	⚠ Error: Same SSN w/ different name across districts
<a href="#">222-22-2222</a>	Duck, Donald	⚠ Warning: Same SSN w/ different birthyear across districts
<a href="#">222-22-2222</a>	Duck, Donald	⚠ Warning: Same SSN w/ different spelling across districts
<a href="#">222-22-2222</a>	Duck, Donald	⚠ Warning: Same SSN with different degree across districts
<a href="#">111-22-3333</a>	Midity, Hugh	⚠ Error: Total FTE of all assignments exceeds limit
<a href="#">111-22-3333</a>	Midity, Hugh	⚠ Error: Same SSN w/ different name across districts
<a href="#">111-22-3333</a>	Midity, Hugh	⚠ Warning: Same SSN w/ different birthyear across districts
<a href="#">111-22-3333</a>	Midity, Hugh	⚠ Warning: Same SSN w/ different spelling across districts
<a href="#">111-22-3333</a>	Midity, Hugh	⚠ Warning: Same SSN with different degree across districts
<a href="#">111-22-3333</a>	Midity, Hugh	⚠ Warning: Same SSN with different gender across districts
<a href="#">111-22-3333</a>	Midity, Hugh	⚠ Warning: Same SSN with different race across districts
<a href="#">555-55-5555</a>	Wonderland, Alisson	⚠ Error: Total FTE of all assignments exceeds limit

Click on the SSN on a given line to continue to the Duplicate Staff Information page. Demographic information, excluding the name, submitted by all districts for this SSN will be shown. This will help in finding discrepancies in data. For name discrepancies contact the districts listed.

Duplicate Staff Information   <a href="#">EDIT STAFF INFORMATION</a>   <a href="#">STAFF CONFLICT REPORT</a>   <a href="#">MAIN MENU</a>   <a href="#">? HELP</a>									
Duplicate SSN:		<input type="text" value="222-22-2222"/>							
<a href="#">Show staff information</a>									
District	Last	First	Middle	Suffix	Former Name	Gender	Race	Birth Year	High Degree
Rib Lake						M	W	1945	4
Sch for Early Development & Achievement	Duck	Donald				M	W	1955	5
<a href="#">EDIT STAFF INFORMATION</a>   <a href="#">STAFF CONFLICT REPORT</a>   <a href="#">MAIN MENU</a>									

To view duplicate staff information for another person, enter the SSN and click the 'Show Staff Information' button.

### Missing/Invalid Staff File Numbers

The 'Missing/Invalid Staff File Numbers' report displays any staff members that have missing or invalid file numbers based on the SSN reported and the data in the Department of Public Instruction's Teacher licensing database. Check both the SSN and the File Number to verify they are correct. All missing or mismatched records will display in the report and must be corrected before locking.

WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION

PI-1202 FALL STAFF REPORT

---

School Year: 2011

District: 8115 - Tenor High School

Staff Missing or Invalid File Numbers Report

Below is a list of staff with missing or invalid file numbers.

SSN	Name	Work LEA	Missing or Invalid File Number
111-22-1111	Duck, Don	8115	Missing File Number

### Staff without Assignments Report

The 'Staff without Assignments' report displays any staff members that have no assignments. To add an assignment click 'edit' to the left of the staff member. The 'Employee Information' page will be displayed where the user can choose to add an assignment.

District: 8107 - Sch for Early Dvlpt & Achieve

Staff without Assignments

Staff Without Assignments

	SSN	Name	Sex	Race	High Degree	Birth Year	
edit	888-22-5555	Dokie, Okie	M	B	2	1987	delete

### Staff without Experience Report

The 'Staff without Experience' report displays any licensed staff members that have no local or total experience reported. These errors must be corrected before the data can be locked.

WISCONSIN DEPARTMENT OF PUBLIC INSTRUCTION

**PI-1202 FALL STAFF REPORT**

---

PI-1202 Report Menu

[REPORTS](#) | 
 [STAFF LIST](#) | 
 [MAIN MENU](#) | 
 [STAFF LIST](#) | 
 [HELP](#) | 
 [EXIT](#)

Your District's Staff Records all have Local and Total Experience and ARE VALID, no corrections are needed.

**NOTE:** This is only for the Staff records entered at this point.

Click on the Navigation bar above to move to a different area.

### Draft Salary Report

This report displays what the administrative salary report would look like based on the data reported by the district. There are also options to view a similar report for licensed and support positions. This can be a tool for catching errors in reporting. In order to lock and submit the data, the district must review this report and select "I accept this report".

School Year: 2011  
 District: 8115 - Tenor High School  
 PI 1202 - DRAFT Salary Report

Please review this preliminary salary report. If there are errors, return to the [Staff & Assignment List](#) to correct the staff data. If the report appears correct, please check the box below and click submit.

I accept this report
 

Submit

---

REPORTS | 
 STAFF LIST | 
 MAIN MENU | 
 HELP | 
 EXIT

**Filter by Position Type:** Select Position Type... Select Position Type

Position - Administrative Staff	Name	Gender	Race	Birth Year	Salary	Fringe	FTE	Contract Days	Local Years	Total Years	High Degree
51 - Principal	Okie L Dokie	F	W	1970	\$996	\$298	1.00	260	17	17	5
52 - Assistant Principal	Steven Even	M	H W	1961	\$727	\$261	1.00	260	3.5	14.5	5
52 - Assistant Principal	Betty R White	F	B I	1976	\$681	\$256	1.00	260	10.5	10.5	4
<b>Summary Values</b>					<b>\$2,404</b>	<b>\$815</b>	<b>3.00</b>				

### Draft Staff Report by Position, Ethnic Group and Gender

The 'Draft Staff Report by Position, Ethnic Group and Gender' will display FTE reports based on the data provided. Because this data is an aggregate level report, the Race/Ethnicity Data is displayed using the new federal reporting categories.

This report is broken up into Administrative, Licensed and Support positions. This can be a tool for catching errors in reporting. In order to lock and submit the data, the district must review and approve this report.

**School Year: 2011**  
**District: 8115 - Tenor High School**  
**PI 1202 - DRAFT -- Staff Report**  
**By Ethnic Group, Gender, and Position**

Please review this preliminary staff report by ethnic group, gender and position. If there are errors, return to the [Staff & Assignment List](#) to correct the staff data. If the report appears correct, please check the box below and click submit.

I accept this report

---

**Administrative Positions**

<a href="#">REPORTS</a>   <a href="#">STAFF LIST</a>   <a href="#">MAIN MENU</a>   <a href="#">HELP</a>   <a href="#">EXIT</a>																
Position	American Indian/ Alaska Native		Asian		Black/ African American		Hispanic/Latino		Hawaiian/ Pacific Islander		White		Two or More Races		Not Reported	Total
	F	M	F	M	F	M	F	M	F	M	F	M	F	M		
51 - Principal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	0.00	0.00	0.00	1.00
52 - Assistant Principal	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	1.00	0.00	0.00	0.00	2.00
<b>Total By Gender</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>2.00</b>	<b>1.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>3.00</b>
<b>Total By Ethnic Group</b>	<b>0.00</b>		<b>0.00</b>		<b>0.00</b>		<b>0.00</b>		<b>0.00</b>		<b>3.00</b>		<b>0.00</b>			

**Licensed Staff Positions**

<a href="#">REPORTS</a>   <a href="#">STAFF LIST</a>   <a href="#">MAIN MENU</a>   <a href="#">HELP</a>   <a href="#">EXIT</a>																
Position	American Indian/ Alaska Native		Asian		Black/ African American		Hispanic/Latino		Hawaiian/ Pacific Islander		White		Two or More Races		Not Reported	Total
	F	M	F	M	F	M	F	M	F	M	F	M	F	M		
50 - School Social Worker	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	0.00	0.00	0.00	1.00
53 - Teacher	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.00	0.00	0.80	4.10	5.00	0.00	0.00	0.00	10.90
<b>Total By Gender</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>1.00</b>	<b>0.00</b>	<b>0.80</b>	<b>5.10</b>	<b>5.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>11.90</b>
<b>Total By Ethnic Group</b>	<b>0.00</b>		<b>0.00</b>		<b>0.00</b>		<b>1.00</b>		<b>0.80</b>		<b>10.10</b>		<b>0.00</b>			

**Support Staff Positions**

REPORTS | 
 STAFF LIST | 
 MAIN MENU | 
 HELP | 
 EXIT

Position	American Indian/ Alaska Native		Asian		Black/ African American		Hispanic/Latino		Hawaiian/ Pacific Islander		White		Two or More Races		Not Reported	Total
	F	M	F	M	F	M	F	M	F	M	F	M	F	M		
97 - Program Aide	0.00	0.00	0.00	0.00	1.24	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.24
98 - Other Support Staff	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	1.63	0.00	0.00	0.00	0.00	1.63
99 - Other Professional Staff in a Non-educational role	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.50	0.00	0.00	0.00	0.00	0.50
<b>Total By Gender</b>	0.00	0.00	0.00	0.00	1.24	0.00	0.00	0.00	0.00	0.00	2.13	0.00	0.00	0.00	0.00	3.37
<b>Total By Ethnic Group</b>	0.00		0.00		1.24		0.00		0.00		2.13		0.00			

### No Teachers at School Report

The 'No Teachers at School' report displays the names of schools that do not have any teachers (position 53) reported as working at them based on the data reported by the district. This can be a tool for catching errors in reporting. In order to lock and submit the data, the district must review this report and select "I accept this report".

**School Year: 2011**  
**District: 2814 - Kewaunee Sch Dist**  
**PI 1202 - No Teachers At School Report**

**The schools displayed below have no teachers reported in assignment(s) that provide instruction to students (position 53 and all assignments/areas except 0001, 0002, and 0003).**  
**All schools with reported student enrollment need to submit teacher data for federal reporting.**

Please review this No Teachers At School Report. Normally there should be TEACHERS (Position #53) listed. If not, return to the [Staff & Assignment List](#) to correct the staff data. If the report appears correct and there are not supposed to be any Teachers-53 at this school, please check the box below and click submit.

I accept this report

---

REPORTS | 
 STAFF LIST | 
 MAIN MENU | 
 HELP | 
 EXIT

School Number	School Name
0490	Lakeshore Alternative School

## No Principal At School Report

The 'No Principal at School' report displays the names of schools that do not have any principals or assistant principals reported as working at them based on the data reported by the district.

This can be a tool for catching errors in reporting. In order to lock and submit the data, the district must review this report and select "I accept this report".

**School Year: 2011**  
**District: 2814 - Kewaunee Sch Dist**  
**PI 1202 - No Principal at School Report**

Please review this **No Principal at School Report**.  
 The schools displayed below have no principals (missing position #51 and assignment/area 0000).  
 If this report is incorrect, return to the [Staff & Assignment List](#) to correct the staff data.  
 If the report is correct, please check the box below and click submit.

I accept this report

---

[REPORTS](#) | [STAFF LIST](#) | [MAIN MENU](#) | [HELP](#) | [EXIT](#)

School Number	School Name
0180	Kewaunee Intermediate
0490	Lakeshore Alternative School

## Locking and Submitting the Fall Staff Report

The following items must be completed to submit the Fall Staff Report.

- Update of District Contact Information
- Upload or Creation of Staff & Assignment Records
- Verify that no Validation Errors Exist
- Get Staff File Numbers
- Review of the Missing/Invalid Staff File Numbers (need to be corrected)
- Approval of Salary Report
- Approval of Salary Report by Position, Ethnic Group and Gender
- Approval No Teachers at School Report
- Approval of No Principals at School Report

Once the Fall Staff Report is submitted, the application is 'locked' meaning modifications may not be made. To "unlock" data for further modification, contact DPI.

## Data Definitions

The following definitions are not all-inclusive. Some data elements are self-explanatory; e. g., Last Name. Some definitions below are informational only and do not represent a distinct data element; e. g., Staff Type.

**Hiring LEA Code:** This is the four-digit code that has been assigned by the Wisconsin Department of Public Instruction (DPI) to the agency responsible for completing this report.

**School Year:** This is the four-digit year that this report represents. For example, school year 2005-2006 = 2006.

**Social Security Number (SSN):** The nine-digit number assigned to the person by the Social Security Administration. This is used to match against DPI license records for auditing data. Invalid numbers will require corrections by the hiring agency.

### Staff Types:

**Professional - Special Education:** All professional staff working with special education programs. This includes: assistant director of special education, director of special education and/or pupil services, school audiologist, school occupational therapist, school physical therapist, special education teacher, speech/language pathologist, occupational therapist assistant, physical therapist assistant, educational interpreter and special education program coordinator.

**Professional – Regular Education:** All staff required to be licensed by DPI other than special education staff. This includes: assistant district administrator, assistant principal, audiovisual/technology specialist, business manager, central office administrator, department head, director of human relations/multicultural education/equity, director of instruction/program supervisor, director of pupil services, district administrator, guidance counselor, librarian, library media specialist, library media supervisor, principal, program coordinator, reading specialist, school nurse, school psychologist, school social worker, subject coordinator, teacher in charge, and teacher.

**Short-Term Substitute Teaching:** All people on the active substitute teacher list for an agency as of the third Friday in September. The only qualification for a substitute teacher is that they hold any current teaching license or permit. All assignments will be 20 days or less.

**Support – Regular Education:** All staff that do not require any license from DPI. This includes: advisor to student club, athletic coach, bookkeeper, bus driver, cafeteria worker, clerical/support staff, director of athletics, director of food services, director of public relations, director of transportation, executive assistant/support supervision, other professional staff in a non-educational role, other support staff, plant maintenance personnel, plant operation personnel, program aide, recreation department, and research.

### Support – Special Education:

All support staff working with students with disabilities. This includes: special education program aide, special education bus aide, and early childhood special education aide. These positions require a special education program aide license or a current teaching license or permit.

**Personal Suffix:** Designations such as Jr, Sr, II, III, etc. Do not use periods or commas as part of the personal suffix.

**Gender:** Indicates the gender of the staff person.

**F = Female**

**M = Male**

**Race\_Key:** a code corresponding to the racial/ethnic group or groups with which the staff person identifies. See crosswalk at the following link for valid Race\_Key codes.

<http://dpi.wi.gov/lbstat/datarac.html>

**Year of Birth:** The four-digit year in which the staff person was born .

**Highest Degree:** A code indicating the highest degree of higher learning attained by the staff person regardless of qualifications used on the job.

**03 = Associate:** A two-year degree from a technical or junior college.

**04 = Bachelor's:** Any degree from a four-year program in an accredited college or university.

**05 = Master's:** Any master's degree (such as Master of Arts or Master of Science) from an accredited college or university.

**06 = 6-Year Specialist's:** Any degree offered as beyond a Master's degree but short of a Doctorate, such as is offered in Education Administration.

**07 = Doctor's:** Any doctor's degree (such as Doctor of Philosophy) offered by an accredited university.

**08 = Other:** Any degree that cannot reasonably be described by any of the other degrees listed here; e.g., School Nurses with a nursing degree (R.N. or L.P.N.) rather than a B.S. degree.

**Years of Experience in this LEA:** The number of years this person has been employed by *this agency*, to the nearest half year. The time reported should include time through the school year 2010-2011. (DPI automatically adds one year to this field if records are being created from our database.)

**Years of Experience - Total:** The number of years this person has been employed by *any education agency*, to the nearest half year. Private school experience as well as public should be included here. The time reported should include time through the school year 2010-2011. (DPI automatically adds one year to this field if records are being created from our database.)

**Note:** Both LEA and total years of experience are based on years of experience in education. This may overlap different positions. Example: four years as a teacher at district A and two years as a teacher at district B (B being the reporting district) and six years as a principal at district B would make local years of education experience eight and total experience twelve.

**Contract Days:** The number of days the individual is contracted to work for the hiring LEA. For teachers, this is the regular school year contract; do not include summer contracts for teachers.

**Contract Salary:** That amount of money specifically cited in the regular contract between the staff member and the hiring LEA. Do not include pay for extra duties; i.e., coaching, advisor to student, etc. The National Education Association has requested that states report only "regular" salaries for instructional staff. NEA specifically says states should not include salaries for "extra curricular duties" or payments for teaching summer school.

**Contract Fringe Benefits:** Include the total of all items under Object Code 200 in the WUFAR Handbook. They are 210 Retirement, 220 Social Security, 230 Life Insurance, 240 Health Insurance, 250 Other Employee Insurance, and 290 Other Employee Benefits.

**File Number:** A required field for all licensed positions since the school year 2008-2009. This is the number found on licenses issued to individuals and can also be found on the Wisconsin Educator Look up website (<https://www2.dpi.wi.gov/lic-tll/home.do>).

**Salary Final:** This is a response to the question 'Is the salary final for the current school term?' The yes/no answer informs the DPI if the third Friday of September reported salary and fringe benefits are final or if contracts are not yet settled. An answer is required for all employee records except for those reported in positions 43, 97, 98, and 99.

**Local Use (Staff):** An optional field available for districts to include local codes, etc., that will assist them in submitting and reviewing data.

**LEA Code Where This Assignment is Performed:** The four-digit code that has been assigned by the DPI for all agencies. This data element is collected for each assignment, and is the LEA code of the agency where a particular assignment is performed. If for example, a teacher is employed by a CESA but has an assignment at a school district, this is the school district's LEA code.

**Working School Code:** This is the four-digit code assigned by DPI for the location within the LEA where the assignment is performed. Zeros may be valid for this data element under certain circumstances. Please refer to "Validation Criteria"

**Position Code:** This is a code that indicates the employee's classification in the working agency. Please refer to the "Position and Assignment Code List" found at: <http://www.dpi.wi.gov/lbstat/fallsf11.html>.

**Assignment Code:** This is a code that indicates the type of assignment being performed for the working agency. Please refer to the "Position and Assignment Code List" mentioned above.

**FTE:** Full-time equivalency expressed as a whole number. Must be a whole number  $> 1$  and  $= < 100$  (i.e., 100 = full time, 50 = half-time, 75 =  $\frac{3}{4}$  time, etc.). The FTE total for this SSN must be  $> 1$  and  $< 200$ . Do not include time spent on extra curricular duties such as coaching or as a student advisor.

For professionals:

# of hours the person works in a year

# of hours in the district's standard work year for that employee's classification

For support staff:

# of hours the person works

2,080

**Grade Levels for this Assignment:** Indicate all grade levels for which this assignment is performed. These data represent the grade levels of the assignment being taught, not the grade levels of the students.

**Examples:**

If the employee teaches 6th, 7th and 8th grade English, report the grades as 06, 07 and 08.

If the employee teaches 9th grade biology to 9th, 10th and 11th grade students, select grade 09.

If the employee has an elementary special education assignment, the grades may be reported as grades 01, 02, 03, 04, 05, even if there are no students in a particular grade(s).

**Note:** If grade levels checked are grade 7 or above, and the working school is a middle, junior high or high school, then assignment code 0050 is invalid.

**Is this assignment being performed by a long-term substitute?:** A long-term substitute is an individual who is assigned as a substitute and who is working more than 20 consecutive days in the same assignment.

Y = Yes

N = No

**Is this assignment being performed by a contracted individual?:** This question is answered for physical or occupational therapists, physical or occupational therapist assistants, and school nurses. Answering this question yes (Y) allows you to skip filling in years of experience, salary and fringe benefits. Privately contracted does not include staff hired through a CESA, CCDEB, or 66.0301.

**Does this employee teach in a state or locally funded bilingual education program:**

Yes (Y) or No (N).

**Contracted Agency:** Is required, Y if yes, N if no. Default will be set to No. Data element should be Y if the assignment is being performed by an individual who is not an employee of the hiring LEA but is employed by a private agency contracted to provide direct services to students. Examples: a 4-year-old kindergarten teacher hired by a community/private pre-school, Head Start program, or day care on behalf of a public school district; or a teacher teaching in a partnership school as authorized under Wisconsin Statutes Section 118.153(3)(c)(2) for Milwaukee Public Schools. In both examples the students are reported as public school students in the Wisconsin Student Number Locator System (WSLS) and Individual Student Enrollment System (ISES). If this field is reported with a Y, Contracted Agency Site will be required to be completed.

**Contracted Agency Site:** Is required when Contracted Agency is Y (yes). The hiring LEA is to report where the individual is providing the service; examples would be the name of the day care facility, Head Start location, private school, or partnership school.

**Local Use (Assignment):** Local Use is an optional field and can be used for submitting the title of individuals reported as 99-0000, Professional in non-educational related role with no further description/assignment.

**Number of Classes** The count of classes per assignment is required for position 53 except when area/assignment is 0001, 0002, 0003, or 0970. It is a number less than 40. Teachers with Elementary All Subjects assignments will be defaulted to 1 if not reported through file upload or on screen entry. Number of classes reported at middle, junior high, and high schools will vary based on the type of schedule used.

**Is this assignment part of a School Board approved alternative education Program?**

Required for position 53, when assignment is not 0001, 0002, 0003, 0004; Y or N; default will be set to N.

**NCLB English:** Required only for position 53 when assignment code is between 0800 and 0862 (except when 0808, 0826, 0841, 0860), and the assignment is for a middle, junior high or high school. Number of English classes taught. NCLB English includes English, language arts, reading, speech and journalism.

**NCLB Math:** Required only for position 53 when assignment code is between 0800 and 0862 (except when 0808, 0826, 0841, 0860), and the assignment is for a middle, junior high or high school. Number of mathematics courses taught. NCLB Math includes all related courses in the subject area, examples, algebra, calculus, geometry, etc.

**NCLB Science:** Required only for position 53 when assignment code is between 0800 and 0862 (except when 0808, 0826, 0841, 0860), and the assignment is for a middle, junior high or high school. Number of science courses taught. NCLB Science includes all related courses in the subject area, examples, chemistry, physical sciences, physics, earth science, etc.

**NCLB Social Studies:** Required only for position 53 when assignment code is between 0800 and 0862 (except when 0808, 0826, 0841, 0860), and the assignment is for a middle, junior high or high school. Number of social studies classes taught. NCLB Social Studies includes history, geography, economics, and civics and government.

**NCLB World Language:** Required only for position 53 when assignment code is between 0800 and 0862 (except when 0808, 0826, 0841, 0860), and the assignment is for a middle, junior high or high school. Number of world language classes taught. NCLB World Language includes all world languages, examples, Spanish, Chinese, French, German, etc.

**NCLB Arts:** Required only for position 53 when assignment code is between 0800 and 0862 (except when 0808, 0826, 0841, 0860), and the assignment is for a middle, junior high or high school. Number of classes taught in the arts area. NCLB Arts includes art, music, dance, and theater.

NOTES: The following position/assignment codes may be reported with a Working School Code of 0000, **only if the individual worked at more than five locations**. DPI will be monitoring these cases closely and may rescind this waiver in the next reporting period:

- 53/0001 Teacher Non-Teaching Time
- 53/0002 Academic support
- 53/0003 Mentor
- 53/0312 Title I Reading
- 53/0506 Music Instrumental
- 53/0511 Music Choral, grades 6-12
- 53/0515 Music General
- 53/0800 Cross Categorical
- 53/0805 Hearing Impairment
- 53/0808 Early Childhood Special Education
- 53/0810 Cognitive Disability
- 53/0811 Learning Disability
- 53/0815 Orthopedic Impairment
- 53/0825 Visual Impairment
- 53/0826 Orientation and Mobility
- 53/0830 Emotional Behavioral Disability
- 53/0832 Other Health Impairment
- 53/0840 Special Education Hospital Program
- 53/0841 Special Education Homebound Program
- 53/0860 Adaptive Physical Education
- 53/0933 Homebound Instruction
- 53/0935 At-Risk Tutor
- 53/0952 Alternative Education
- 84/0000 Speech/Language Pathologist

## Common Reporting Errors

**Duplicate staff records:** If the same year, LEA and SSN appear on separate records within the upload, only the first record will be added. A message will be displayed upon completion of the upload process that there were multiple records for a single SSN in the file.

**Duplicate assignment records:** If the same year, SSN, hiring agency, working agency, school, position and area appear on separate records, a message will be displayed upon completion of the upload process that there were multiple records for a single assignment. If a staff member holds the same assignment for different grades, all the grades should appear in a single assignment listing.

**Name Conflicts:** If the name is different (first three letters of first or last name is different) than names with SAME SSN across ALL districts, there will be an error and the data cannot be locked. If there is a misspelling (first three letters are the same, but the rest is different) then it will result in a warning. Data can still be locked but it is recommended that data is corrected in the districts' records (on line and in their offices).

**Other staff errors:** If race, gender or birth year are different for same SSN across districts, an error will be generated. These errors will have to be resolved before data can be locked.

**Assignment Records without corresponding Staff Records:** Any assignments within that district which do not have a corresponding staff record will be deleted during the validation process. A message will appear upon completion of the validation process listing the SSN of the assignments that were deleted.

## Upload File Structures

### Staff File Structure

The file name is stf1202.txt. The file contains information for each individual employed or contracted by the reporting (hiring) agency.

**The record is 203 bytes long.** For specific information for valid fields entry, see the 'Validation Criteria' topic.

	Data Type	Start Position	Length	Format
Filler	spaces	1	1	
Social Security Number (SSN)	numeric	2	9	
Filler	space	11	1	
Hiring LEA Number	numeric	12	4	
Last Name	alphanumeric	16	20	
First Name	alphanumeric	36	16	
Gender	alpha	52	1	
Filler	spaces	53	1	
Year of Birth	numeric	54	4	
Highest Degree	numeric	58	2	
School Year	numeric	60	4	
Filler	spaces	64	4	
Local Years Experience	numeric	68	3	99v9
Total Years Experience	numeric	71	3	99v9
Contract Salary	numeric	74	6	
Contract Fringe Benefits	numeric	80	6	
Generation	alphanumeric	86	10	
Filler	spaces	96	2	
Final Salary Code*	alpha	98	1	
Filler	Spaces	99	1	
Former Last Name	alphanumeric	100	20	
Middle Initial or Name	alphanumeric	120	20	
Contract Days	numeric	140	3	
File Number	Numeric	143	7	
Local Use	Alphanumeric	150	50	
Race_Key	numeric	200	4	####

\*Final Salary Code was collected prior to 2004 and is being added back into the collection for 2010. The actual question in the application: "Is the salary final for the school term?"

## Assignment File Structure

The file name is asn1202.txt. This file contains all the assignment information for each individual employed or contracted by the reporting (hiring) agency. It should contain one record for each reportable activity a person is assigned. Position codes are designed to cover all employees of education agencies and assignment codes for all activities that need to be reported.

**The record is 266 bytes long.** For specific information for valid fields entry, see the 'Validation Criteria' topic.

Note that 'Grade Levels' is an array of 22 2-byte fields. Beginning in position 43, store two characters for each grade for which this assignment is performed, i.e., 020305.

	<b>Data Type</b>	<b>Start Position</b>	<b>Length</b>	<b>Format</b>
Filler	spaces	1	1	
Social Security Number (SSN)	numeric	2	9	
Working LEA Number	numeric	11	4	
Filler	spaces	15	3	
Position Code	numeric	18	2	
Assignment Code	numeric	20	4	
Hiring LEA Number	numeric	24	4	
FTE (percentage)	numeric	28	3	999
<b>Number of Classes**</b>	numeric	31	2	
Bilingual Program	alpha	33	1	
Working School Number	numeric	34	4	
Long Term Sub	alpha	38	1	
Sch Board Approved Alternative Educ Prog	alpha	39	1	
Contracted Assignment	alpha	40	1	
Contracted Agency	alpha	41	1	
Filler	spaces	42	1	
Grade Levels	alphanumeric	43	44	
School Year	numeric	87	4	
<b>NCLB English**</b>	Numeric	91	2	
<b>NCLB Math**</b>	Numeric	93	2	
<b>NCLB Science**</b>	Numeric	95	2	
<b>NCLB Social Studies**</b>	Numeric	97	2	
<b>NCLB World Language**</b>	Numeric	99	2	
<b>NCLB Arts**</b>	Numeric	101	2	

Filler to fixed length	spaces	103	14	
Contracted Agency Site	alphanumeric	117	50	
Local Use	alphanumeric	167	100	

\*\* Required for the appropriate assignments.

## Validation Criteria for the Staff & Assignment Files

### Staff File:

**SSN:**

Required. Numeric. Nine digits.

**Hiring LEA:**

Required. The DPI assigned LEA number of the agency responsible for reporting this data.

**Last Name:**

Required. A-Z, apostrophe and hyphen only.

**First Name:**

Required. A-Z, apostrophe and hyphen only.

**Gender:**

Required: F = female, M = male.

**Race/Ethnicity Code:**

Required: Valid Race\_Key code from DPI code table corresponding to answers to both parts of the two-part question

**Year of Birth:**

Required: Four-digit century/year combination. Use the following formula to validate:  
School Year minus Birth Year must be  $\leq 99$  and  $\geq 15$ .

**Highest Degree Received:**

Codes 03, 04, 05, 06, 07 or 08. May be blank for: Contracted individual; position/assignment code 43/0000; and assignment types of "Support", both regular and special education. 03=Associate, 04=Bachelor's, 05=Master's, 06=6-Year Specialist's, 07=Doctorate, 08=Other.

**School Year:**

Four-digit century/year combination for the current school year. For example, school year 2002-2003 = 2003.

**Years of Experience in this LEA:**

One to three numeric digits, expressed as a decimal, nn.n. Must be  $\geq .5$  and  $\leq 99.5$ .  
May be blank for: Contracted individual; position 43/0000; and assignment types of "Support", both regular and special education.

This can be determined asking the Human Resources staff for this LEA, by reviewing the employee's personnel files, and/or by asking the employee.

**Years of Experience in Education:**

One to three numeric digits, expressed as a decimal, nn.n. Must be  $\geq .5$  and  $\leq 99.5$ .  
May be blank for: Contracted individual; position/assignment code 43/0000; and

assignment types of "Support", both regular and special education. Must be => "Years of Experience in this LEA".

This can be determined asking the Human Resources staff for this LEA, by reviewing the employee's personnel files, and/or by asking the employee.

**Contract Salary:**

Three to six numeric digits, no decimal, <= 200000. May be blank for: Contracted individual; position/assignment code 43/0000; and assignment types of "Support" both regular and special education.

**Contract Fringe Benefits:**

Three to six numeric digits, no decimal, <= 99999. May be blank for: Contracted individual; position/assignment code 43/0000; and assignment types of "Support", both regular and special education.

**Generation:**

Optional.

**Former Last Name:**

Optional. A-Z, apostrophe and hyphen only.

**Middle:**

Optional. Can be middle name or just initial. A-Z, apostrophe and hyphen only.

**Contract Days:**

One to three numeric digits, no decimal. May be blank for: Contracted individual; position/assignment code 43/0000; assignment types of "Support", both regular and special education.

**File Number:**

Seven numeric digits, no decimal, <= 99999. Optional for 2007-08; Required for all licensed individuals starting in 2008-09. May be blank for: individuals that do not need to hold a license for their assignment.

**Salary Final:**

Required for records that have assignment records reported for licensed assignments. Y = Yes, N = No; blank if positions 43, 97, 98, and 99. This is a response to the question 'Is the salary final for the current school term?'

**Local Use (Staff):**

50 characters. May be blank. Optional field for districts to use to include local codes, etc., that will assist them in submitting and reviewing data.

**Assignment File:**

**SSN:**

Required. Numeric. Nine digits.

**Working LEA Number:**

Required. The DPI assigned LEA number of the agency where this assignment is being performed.

**Position:**

Required. Must be a valid Position code as found in the Position/Assignment table for the year being reported.

**Assignment:**

Required. Must be a valid Assignment code as found in the Position/Assignment table for the year being reported.

**Hiring LEA:**

Required. The DPI assigned LEA number of the agency responsible for reporting this data.

**FTE for this assignment:**

Required except for position/assignment 43/0000, and position codes 77 and 78. The FTE total for this SSN must be > 1.00 and < 200.00.

**Working School Number:**

Required. The DPI assigned school number where this assignment is being performed. Must be a valid school number for the "Working LEA".

If the hiring LEA is a CESA or CCDEB and the working LEA is a CESA or CCDEB, the school number = zeros.

If the working LEA is not a 2R charter, zeros are a valid school number for 53/0840, 53/0841 and 53/0935 but not for any other 53/assignment combination, nor for positions 51, 52 and 84. Zeros are valid for all other positions not mentioned here.

Zeros are not a valid number for the 2R charter schools.

**Is this assignment being performed by a long-term substitute?:**

Required when Position = 53, and for position/assignment combinations 54/0000, 62/0884, 84/0000 or 85/0000. Y or N.

**Does this employee teach in a state or locally funded bilingual education program:**

Required only for positions 53 and 84/0000. Y or N.

**Is this assignment being performed by a contracted individual?:**

Required only for position and assignment code combinations: 59/0888, 59/0886, 63/0888, 63/0885 or 75/0000. Default to 'Y' when Hiring LEA Numbers are 7000 or 7100. Yes or No.

**Grades for which this assignment is performed:**

Required for positions 51, 52, 53, 54, 80, 83 and 84.

Default to the school's grade range when position is 51 or 52.

Default to the district's grade range when working school equals zeros or position is 80 or 83.

Position/assignment code combination 53/0050 is not valid if grade levels checked are 07 or above, and the school is a middle, junior high, or high school.

Position/assignment code combination 53/0050 is not valid if grade levels checked are 09 or above, and the school is a PK-12 school.

Position/assignment code combination 53/0050 is invalid if reported with > four grades. A warning will be issued if 53/0050 is reported with three or four grades.

Position/assignment code combination 53/0808 is invalid if reported with any grades > KG.

**School Year:**

Four-digit century/year combination for the current school year. For example, school year 2002-2003 = 2003.

**Contracted Agency:**

Required Y or N; default will be set to N.

**Contracted Agency Site:**

Required if Contracted Agency answered as Y, else blank.

**Local Use:**

Optional. Note: can be used for providing additional information for titles when reporting assignments as 99/0000.

**Number of Classes:**

Required only for position 53 except if assignment is 0001, 0002, 0003, or 0970, a number less than 10. Teachers with Elementary All Subjects assignments will be defaulted to 1 if not reported through file upload or on screen entry. Number of classes reported at the middle, junior high, and high schools will vary based on the type of schedule used.

**School Board Approved Alternative Education Program:**

Required for position 53, when assignment is not 0001, 0002, 0003, 0004; Y if yes, N if no; default will be set to N.

**NCLB English:**

Required only for position 53 when assignment code is between 0800 and 0862 (except when 0808, 0826, 0841, 0860), and the assignment is for a middle, junior high or high school . 2 digits, a number no greater than 10.

**NCLB Math:**

Required only for position 53 when assignment code is between 0800 and 0862 (except when 0808, 0826, 0841, 0860), and the assignment is for a middle, junior high or high school . 2 digits, a number no greater than 10.

**NCLB Science:**

Required only for position 53 when assignment code is between 0800 and 0862 (except when 0808, 0826, 0841, 0860), and the assignment is for a middle, junior high or high school . 2 digits, a number no greater than 10.

**NCLB Social Studies:**

Required only for position 53 when assignment code is between 0800 and 0862 (except when 0808, 0826, 0841, 0860), and the assignment is for a middle, junior high or high school . 2 digits, a number no greater than 10.

**NCLB World Language:**

Required only for position 53 when assignment code is between 0800 and 0862 (except when 0808, 0826, 0841, 0860), and the assignment is for a middle, junior high or high school . 2 digits, a number no greater than 10.

**NCLB Arts:**

Required only for position 53 when assignment code is between 0800 and 0862 (except when 0808, 0826, 0841, 0860), and the assignment is for a middle, junior high or high school . 2 digits, a number no greater than 10.